

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PUBLIC WORKS OPERATOR II		
Department:	Public Works	Division:	Road & Bridge
Reports To:	Appropriate Crew Supervisor or the Assistant Director		
Pay Grade:	I	Status:	Full Time
FLSA Status:	Non-Exempt		

Position Summary: An employee in this position operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures, road rights-of-way, and waste disposal facilities, in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public.

ESSENTIAL FUNCTIONS:

- Operates road and bridge equipment - such as utility trucks, heavy duty dump trucks, boom trucks, tractor/trailer trucks, loaders, power brooms, backhoes, tractors, compactors, crack filling machines, pothole patching equipment, air compressors, snow removal equipment, motor graders, pavers, chip spreaders, oil distributors, excavators, magnets, power tools such as chainsaws, concrete saws, skill saws, grinders, welders, torches, and any other tools or equipment used in the construction and maintenance of public works roads, bridges, and facilities. Transfers equipment to and from the job site.
- Constructs and maintains surfaced and unsurfaced roads - such as asphalt roads, gravel roads, dirt roads, road entrances and intersections. Paves, patches, crackfills, and seals asphalt roads. Assists with earthwork and grading operations in accordance with plans and specifications - which involves constructing road projects with proper grade, alignment, shape, profile, and finish. Involves site preparation, excavation work, rough and finish grading operations, base compaction, surface compaction, aggregate material application, blading, shoulder maintenance, and other asphalt and gravel road maintenance operations.
- Constructs and maintains metal culverts, concrete culverts, bridges, and erosion control structures - which involves installing corrugated metal pipe and end sections; excavating, backfilling and compacting structures; building steel, concrete and wood structures; patching concrete bridge decks; replacing or repairing steel and wood decks; replacing or repairing bridge super-structures and sub-structures; placing concrete forms and reinforcement steel; pouring and finishing concrete; performing masonry work including cutting, placing, and tuck pointing stone to repair headwalls, piers, bridge abutments and retaining walls; sandblasting and painting steel bridges; and repairing and erecting guard rail to produce safe and sound structures. Assists with the demolition of bridges and other structures by dismantling and clearing sub-standard bridges, culverts, and other structures.
- Constructs and maintains stream channels, ditches, waterways, and other drainage structures - which involves clearing fallen logs and debris from bridges, culverts, streams and waterways; cleaning and shaping ditches with proper grade, alignment, shape, profile, and finish; and places rip-rap and other erosion control materials to produce effective and functional drainage systems. Constructs temporary and permanent fencing adjacent to projects.
- Loads, hauls, and stockpiles aggregates and other materials - used to gravel road surfaces, overlay paved roads, pave new roads, chip seal asphalt roads, fill washouts, reconstruct embankments, construct new roads, build and repair bridges, repair and install culverts, and rebuild shoulders to provide safe quality roads and bridges, storage yards, facility grounds, waste

collection and disposal areas, and other public works facilities. Tailgates aggregate materials on roads, unloads asphalt and chips into pavers and spreaders, stockpiles material, maintains yard waste disposal areas, and applies salt/sand to roads for snow and ice control.

- Removes snow and deices roadways - operates snow and ice removal equipment to provide safe roads for use by the general public in adverse weather conditions whenever snowy or icy conditions are prevalent.

Maintains a snow removal route as assigned and communicates to dispatcher when completing a section of road or moving to another route. Monitors and controls deicer application rates in accordance with procedures. Keeps assigned snow equipment ready for use. Assists other officials and emergency services with search and rescue operations in adverse weather.

- Helps maintain traffic control devices and performs traffic control in work zones - flags traffic, sets up work zone signing, installs and maintains barricades for hazardous road conditions, maintains safe work zone for crew members, directs traffic and protects the public from serious consequences through unsafe road and bridge construction projects.

SECONDARY FUNCTIONS:

- Maintains daily labor, equipment, and material use records to report time worked and equipment used for cost accounting and accounts receivable processing. Charges out material used on projects and commodities used on equipment.
- Maintains signs and other traffic control devices such as regulatory, warning, guide, service, school, pedestrian, road name, hazard, and work zone signs in conformance with the Manual On Uniform Traffic Control Devices. Places temporary striping and centerline tabs on new asphalt paving and sealing projects.
- Weighs and inspects loads of solid waste. Collects, records and accounts for money and checks received for disposal charges. Inspects loads of waste for hazardous or unacceptable materials. Directs traffic for unloading. Supervises, weighs, and records customer removal of materials from waste disposal areas.
- Performs daily operator maintenance to fuel, lubricate, and clean equipment.
- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Performs light surveying and other work associated with the lay out of road surfaces, shoulders, ditches, backslopes, and structures.
- Operates and maintains sanitary sewer lift stations and storm water systems. Constructs and maintains underground utility lines and systems. Installs and maintains underground water and sewer lines.
- Assists with dispatching, telephone and 2-way radio communications. Operates computers and other electronic equipment such as laser levels, distance measuring equipment, underground utility locators, GPS locators, and electronic scales.
- Inspects paved and gravel surfaced roads for condition, road hazards, traction, and other safety considerations and initiates corrective actions.
- Performs carpentry work constructing small office projects, setting concrete forms, and making wood deck repairs.
- Performs related work as required during and after regular hours, any day of the week, including holidays.

POSITION REQUIREMENTS:

Education: High school education or equivalent and a Commercial Driver's License required.

Experience: Five years experience operating construction equipment required. Two years of concrete construction, asphalt maintenance, or earth grading experience and Vo-Tech training preferred.

Skills:

Knowledge of the materials, equipment, methods, and practices essential to the maintenance and construction of county roads;

Knowledge of the general practices applied to the care and safe operation of heavy duty construction and maintenance equipment;

Knowledge of the laws and regulations pertaining to the safe and effective operation of related equipment;

Knowledge of the applicable work safety rules and procedures;

Knowledge of asphalt properties, application rates, and production timing;

Knowledge of concrete properties, quantity calculations, finishing techniques, curing rates, and production timing;

Knowledge of the operations of automated scales and computer software;

Ability to make mathematical computations;

Ability to use hand tools, power tools, small portable and self propelled power tools;

Ability to operate equipment and train others in safe and efficient equipment operation;

Ability to make minor repairs and adjustments to maintain assigned equipment;

Ability to understand and follow oral instructions or written plans;

Ability to read basic engineering plans and drawings;

Ability to establish and maintain effective working relations with other employees and the general public;

Ability to maintain daily labor and equipment records;

Basic ability to operate computers, scales and other electronic equipment;

Willingness to work in unpleasant weather conditions.

Supervisory Control:

The employee is generally assigned recurring and routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor makes assignments by assigning new work, and defining procedures, priorities and deadlines. New and complex tasks are assigned with detailed and specific instructions. Work is checked for appropriateness and completeness through inspections by the supervisor or the Assistant Director.

Supervisory Responsibility:

This position may supervise seasonal employees regularly during summer months and occasionally other times of the year. Occasionally supervises crew work in the absence of the supervisor.

Guidelines:

Guides include "Blading Aggregate Surfaces", "Traffic Control Handbook", "Work Zone Traffic Control Standards and Guidelines", FHWA Culvert Inspection Manual, Timber Bridge Maintenance and Construction Manual, USDOT Bridge Inspection Manual, USDOT Guardrail Installation Manual, Handbook of Steel Drainage and Highway Construction Products, Asphalt Institute Manuals, KDHE solid waste disposal guides, a variety of equipment operator's manuals, and established methods and procedures. Other guidance is provided by the county personnel regulations and instruction from supervisors. Application of these guides requires some judgement when applying them to the job. This position requires previous skill, training, and experience.

Complexity:

The work involves routine related tasks that require special knowledge regarding proper road and bridge maintenance techniques, maintaining grade elevations, and understanding construction drawings and plans. It also involves special skills applied to the safe and efficient operation of heavy duty construction equipment while performing fine grading of asphalt and aggregate surfaces for proper drainage with adequate crown, superelevations, and smooth driving surfaces. This person must have the ability to identify and correct road surface deficiencies to provide safe driving conditions for the general public. The decision regarding what needs to be done is routine, in strict accordance with written policies and regulations, but sometimes involves difficult situations dealing with the public.

Scope & Effect of Work:

The main purpose of the work is to operate the equipment needed to maintain and construct asphalt and gravel roads, ditches, drainage structures, waste disposal areas, and other public works facilities to fill potholes, smooth gravel surfaces, provide proper drainage to prevent flooding, provide sound bridges and culverts, remove snow and ice from roadways, operate waste disposal areas, maintain turf, and maintain facilities. The actions of a person in this position effects the ability of the Public Works Department to provide a safe and functional county highway infrastructure and waste disposal facility.

A person in this position is required to respond to road and bridge emergencies when they become apparent, and to initiate corrective actions to protect the traveling public. A person in this position is responsible for maintaining roads and bridges at a level that makes it possible for citizens and other county employees to get to work in extreme adverse weather conditions which includes snow and ice removal and storm damage repairs at anytime of the day and night. If a person in this position does not properly perform tasks when assigned to the transfer station, the public is immediately affected, KDHE violations may be cited, the waste transfer process is halted, fees may be lost, cash may be unaccounted for, and the county may have to pay fines or penalties.

Personal Contacts:

Supervisors, employees, other departments, other government agencies, vendors, suppliers, and the general public.

Purpose of Contacts:

Receives instructions and work scheduling from supervisors. May instruct or train other employees in the basic operation of certain types of construction equipment or specialized construction techniques such as concrete and asphalt finishing. Coordinates and performs work for other departments and government agencies. Receives complaints from the general public which are detailed, complex and sometimes of an emergency nature - often from irate or hostile persons. Reports complaints received from the general public. Must have the ability to establish and maintain effective working relations with employees, other departments, other government agencies, and the general public.

Physical Demands/Effort:

This work is physically demanding and frequently requires lifting 70# or more, climbing, pushing, kneeling, or reaching while performing maintenance and construction activities such as shoveling, loading and unloading materials, operating equipment, and performing manual labor tasks.

Work Environment/Conditions:

Work is mostly performed in the field where conditions are frequently very hot or rainy during summer months and cold and snowy during winter months. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F,

gases, corrosive solvents, petroleum fluids and other flammable liquids. An employee in this position is often required to work in deep trenches or excavations which require shoring or other special precautions. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

RECRUITING REQUIREMENTS: (Ad for newspaper)

Riley County is accepting applications for Public Works Operator. Graduation from high school or equivalent and commercial driver's license required. Starting pay is \$_____/hour. Applicants for safety sensitive positions who receive a conditional offer of employment must submit to a drug test. Applications are available through the Riley County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas, 66502. Phone (785) 537-6303, or online at www.rileycountyks.gov. Riley County is an Equal Opportunity Employer. Applications accepted until position is filled.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.